

Acting Chief, FBID

6 November 1953

Acting Administrative Officer, FBID

Notes for Letter of Instruction

1. Employees entitled to reimbursement for storage charges subsequent to 1 September 1952 may make their claims through their Bureau Administrative Office on Form 33-59. Receipts for all storage charge payments are required. Where receipts have been lost or destroyed a certified statement of payment by the storage company is acceptable. The weight of the effects in storage must be indicated on the storage receipts or other document. Form 33-59 with supporting documents will be submitted in duplicate to Washington where payment will be effected. Claims should be presented not more frequently than once each six months.

2. Personnel Investigations: Security files are now being reviewed on a routine basis. In certain instances it is possible that supplemental field investigation will be necessary in order to bring the file up to date or to conform with investigative requirements. Investigators conducting such investigations will be instructed to advise persons contacted that the investigation is a routine matter. In the event an employee is advised by a friend or relative that he is being investigated, he will realize that the investigation is routine and so inform the person mentioning it.

3. Illegibility of foreign names and places on Application for Employment forms has caused the Security Office considerable difficulty. Administrative Officers are requested to instruct foreign national and native employees to print proper and place names.

4. Administrative Officers and personnel making reservations are alerted that revised Foreign Service Travel Regulations authorize cabin class only for GS-11 and below on the following four ships:

S.S. United States

S.S. America

S.S. Constitution

S.S. Independence

5. All shipments of household effects originating at overseas Bureaus for delivery in Washington shall be addressed as follows:

U. S. Despatch Agent for:

Name of Individual

c/o American Storage Company

2801 Georgia Ave., N. W.

Washington, D. C.

6. Bureaus are requested to include actual date in arrival notices.

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